

## **JOB ANNOUNCEMENT**

October 25, 2011

### **Animal Shelter Cleaner (Temporary Part-Time)**

The City of Rhinelander is seeking candidates for the Animal Shelter Cleaner (Temporary Part-Time) position at the Rhinelander Animal Shelter. This is a non-union position with no benefits and a starting pay of \$8.00 per hour. The scheduled work hours will be Saturdays, Sundays, and holidays at 10 plus hours per week. Availability to work additionally during the week as needed is preferred. Interested candidates should submit an Application for Employment (available at [www.ci.rhinelander.wi.gov](http://www.ci.rhinelander.wi.gov) or at City Hall) to the City Administrator's Office, Rhinelander City Hall, 135 S. Stevens Street, Rhinelander, WI 54501. Subject to background check. Position is open until filled, with first review November 4, 2011.

### **CITY OF RHINELANDER**

#### **JOB TITLE: ANIMAL SHELTER CLEANER (Temporary part-time)**

**SUMMARY:** The Animal Shelter Cleaner assists with the operations of the Shelter as necessary and must be available to work weekends and holidays.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following as normal for this position:

#### **Dogs**

- Take dogs out – wash and disinfect cages, beds & doors
- Report any animals that appear ill or injured
- Report any vomit, blood or diarrhea
- Report any animals that aren't eating
- Wash and disinfect dishes
- Feed and water – feed according to size of dog
- Put down clean bedding
- Make sure top of pens are always clean and orderly

#### **Cats**

- Clean and disinfect cages and dishes
- Check animals for illness or injury
- Report blood/diarrhea/vomit
- Feed and water cats, change litter boxes

#### **General**

- Check with management on other things that need to be helped with such as computer work, scrubbing floors, keeping supply room orderly.

- Clean restroom, scrub toilet, sink, shower, take out garbage and organize shelves.

**QUALIFICATIONS AND REQUIREMENTS:**

- Must understand, appreciate, and be comfortable with all animals.
- Must be available to work weekends and holidays at 10 plus hours per week.
- Must possess a genuine love of animals.

**PHYSICAL DEMANDS:**

The work is performed in shelter surroundings. Typical positions require workers to walk or stand for long periods; lift and carry up to 50 pounds; bend, reach, hold, grasp and turn objects; and use fingers to operate computer keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

**UNUSUAL DEMANDS:**

Work weekends and holidays, with possible hours during weekdays, as this position is on-call during other employee absences. Employee will be required to work outdoors in a variety of weather conditions.